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Enlisted Advancement Selection Boards

Navy Personnel Command
Enlisted Selection Boards (PERS-803)
March 2016

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Topics of Discussion

- Eligibility
- Communicating with the board
- Pre board
- Membership
- Quotas
- Tools of the board
- Not Presented to Board Members
- What the Board Considers
- Board Process Overview
- Post Board Process
- Special boards
- Common Issues/FAQs/Myths

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Eligibility

- **Eligibility questions? First read the advancement cycle NAVADMIN and Chapter Two of the Advancement Manual.**

- **CPO, SCPO, and MCPO eligibles should view their board eligibility profile sheet via NKO**
  - No profile sheet? You will not be considered by the board.
  - Check monthly to ensure your eligibility status or competitive group has not changed.
  - If you don't have a profile sheet and believe you're eligible or your profile sheet reflects "BUPERS Inval", contact your ESO.

- **For commissioning programs, only STA-21, MECP, and MSCISPP selects remain eligible. All other (i.e. LDO/CWO selects) are ineligible.**

To resolve eligibility issues, have ESO contact PERS-802 prior to original board convening.

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Eligibility

- **Nuclear candidates who lose required NECs listed in the cycle NAVADMIN become ineligible and will not automatically convert to the non-nuclear competitive group**

- **Security Clearances**

- **Fleet Reserve/Retirement Requests**
  - Voluntary (Prior to mandated) -vs- Involuntary (At HYT)
  - Must be in an eligible status on 1 July (E8/E9) or 1 Sep (E7)

- **HYT Waiver**
  - Cannot exceed HYT for next pay grade
  - Must go to or beyond 1 July (E8/E9) and 1 Sep (E7)

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Eligibility

- **Early Promote TIR Waiver (CPO Candidates)**
  - Latest Periodic eval must be EP and maintain EP's (can be 1 of 1)

- **In-Theater CPO board waiver**
  - Not automatic; command must send validation to NETPDTC
  - Must be Boots On Ground in specific locations. Refer to NAVADMIN 336/07 paragraphs 3 and 8

- **Recent Change in Rating?**
  - Must be approved one month prior to board convening to be considered in the new rating

- **Must maintain CO's recommendation for advancement**

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Communicating With The Board

➢Your Letter to the Board (LTB)

- Only method to communicate with the board!
- Must be **RECEIVED** by the cut-off date in cycle NAVADMIN
- Read the cycle NAVADMIN before you begin!
- Consider having an experienced board member review your OMPF with you
- Per the cycle NAVADMIN, submit items you want considered that are missing from your OMPF
- NSIPS Electronic Service Record (ESR) data not available to the board unless it is in your OMPF, otherwise submit it with your LTB if you want the board to consider it
- No Third Party Correspondence; must come directly from the candidate
- Do not send originals, they will not be returned
- Do not send duplicates of items already in your OMPF
- Do not highlight items on your documents
- Include your FULL SSN on each page submitted
- Documents forwarded to selection boards do not update your OMPF, except for awards reflecting in the Navy Department Awards Web Services tool per NAVADMIN 016/13
- Can be e-mailed or snail-mailed to the address in the cycle NAVADMIN

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Pre-Board

PERS-8 Actions

- **Scrub eligibility**
  - Multiple adds and deletes
  - No immediate notification of adds or deletes.
  - Candidates should periodically review Navy Advancement Center web site for profile sheet changes

- **100% accountability and verification of LTBs.**
  Reasons LTB not presented to board:
  - Candidate not board eligible
  - LTB received after “received by” date published in the cycle NAVADMIN

CANDIDATES: CLOSELY MONITOR YOUR ELIGIBILITY

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Membership

- **Membership demographics:**
  - Source Rating
  - Race
  - Gender
  - Geographic Location
  - Community
  - Special Qualifications
  - Component
  - Prior Board Experience
  - Number of reviews

    - 1 CAPT (President who is independent of all panels)
    - 1 Board Senior Enlisted Advisor
    - 1 CDR and 3-10 (MCPOs/SCPOs)

- **Up to 20 panels for record review. For example:**
  - Admin Panel
  - Surf Hull/Eng Panel
  - Aviation Panel
  - Information Dominance Panel
  - Seabee Panel

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Membership

- **Sample items board members cannot discuss**
  - Recommended selectees prior to results being made public
  - Why a candidate was or was not selected
  - Items they saw in a candidate's record
  - Score sheet categories or point values
  - Period of review
  - Tolerance in scoring differences
  - How a crunch is established
  - Which selects and non-selects are briefed in the tank
  - The items briefed in the tank
  - Methodology used in determining their selections
  - Percentage required to pass a slate

MAY NEVER DISCLOSE THE PROCEEDINGS AND DELIBERATIONS

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Quotas

- Vacancy driven
- Recommended by Enlisted Community Managers
- Approved by Chief of Naval Personnel for AC/FTS and Chief of Navy Reserve for SELRES
- Made public when board convenes
- May go unfilled when insufficient number of candidates meet “fully qualified” standard

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Tools of the Board

- **The convening order from the Chief of Naval Personnel to the Board President provides:**
  - Date board ordered to convene
  - Direction to conduct board per the precept
  - The selection standard (Best and Fully Qualified)
  - Guidance on quota use and restrictions
  - The membership and quotas

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Tools of the Board

- **Best qualified considerations**

  - Leadership
  - Command Senior Enlisted Leader
  - Competency / Skill Information
  - Collateral Duties
  - Special Qualifications
  - Education and Professional Development
  - Special Programs and Duties

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Tools of the Board

- **The board precept provides guidance consistent with all enlisted selection boards, such as:**
  - **Function and Membership**
  - **Guidance on secrecy of board deliberation**
  - **Direction to gather feedback to improve future boards**
  - **Duties of the Board President and Senior Enlisted Advisor**
  - **Board Proceedings**
  - **Marital/Dependency Status**
  - **Leadership of Diverse Organizations**
  - **Area Tours**
  - **History of Assignments**
  - **Review of Records**
  - **Adverse Information**
  - **Equal Opportunity and Diversity Guidance**

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Tools of the Board

- Enlisted Career Paths are provided to the board members as general guidance.
- It is not expected that each eligible will meet the typical career path and guidelines depicted in them.
- The information contained in the enlisted career paths must not be used as a substitute for the guidance contained in the convening order and specifically shall not alter the "best and fully qualified" selection standard.

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Tools of the Board

- **Official Military Personnel File (OMPF) field codes 30-38**
  - Available via BOL menu item “OMPF-My Record”

- **Performance Summary Record (PSR)**
  - Available via BOL menu item “ODC, OSR, PSR”
    - ✓ Part I (Personnel Data Summary)
    - ✓ Part II (Pre-1996 evaluation summary)
    - ✓ Part III (1996 to present evaluation summary)

- **Candidate’s Letter to the Board**

ACCURACY OF THESE THREE ITEMS MAY BE THE DIFFERENCE BETWEEN SELECT AND NON-SELECT

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Not Presented to Board Members

- **NSIPS ESR data not in the OMPF**
  - Should have been forwarded to the OMPF at time of reenlistment/record close-out
- **Items sent to the board other than by the candidate**
- **Letters to the board received after the "received by" date**
- **ESR, NTMPS, FLTMPS, ETJ – unless submitted by the candidate**

IF YOU WANT THE BOARD TO CONSIDER ITEMS NOT IN YOUR OMPF, YOU MUST SUBMIT THEM IN YOUR ITB

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What the Board Considers

- **Evaluation trait average vs summary group and reporting senior's cumulative average**

- **Break out among peers**

- **Promotion recommendation**
  - Consistent? Improving? Declining?
  - One of one versus competitive peer group

- **Description of duties**
  - Job scope, leadership, and level of responsibility
  - Impact of position on command mission
  - Difficult/Arduous Duty? Increased responsibilities?

- **Professional Maturity and Experience**
  - History of assignments (normal sea/shore rotation)
  - Diversity of duty
  - Out of rate assignments

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What the Board Considers

- **Performance and Recommendations**
  - Strong recommendations for promotion to CPO, SCPO, MCPO
  - Sustained Superior Performance
  - Strong Breakout among peers in large groups
  - Recommendations and write-ups should match
  - FCPOA, CPOA, CPO 365 /Mess impact. *Leads Peers*

- **Sailorization**
  - Positively impacting retention and Sailors' growth
  - Quantifiable results of your mentoring

- **Successful performance on deployments/IA/Mobilization clearly stated in narrative**

- **Diverse Sea/Shore Rotation**

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What the Board Considers

- **Proven, sustained superior performance in difficult and challenging in-service or joint leadership positions is the number one factor for consideration.**
  - Brilliant on the Basics
  - Documented mentoring
  - Increasing scope of responsibility
- **Competency and Skill**
- **Collateral Duties and Special Qualifications**
- **Education and Professional Development**
- **Special Programs**

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What the Board Considers

- Adverse matter that is poorly explained or buried in the write-up
- Promotion recommendation and write-up contradict
- Decline in promotion recommendation or trait marks without explanation in write-up.
- Creative comments that do not describe potential for advancement; “fluff” without substance
- Eval concentrates too much on technical aspects; Do’er vice leader

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Board Process Overview

- Board is sworn in and convened
- Members receive board process in-briefs and training
- Members read convening order and precept
- Recorders randomly assign records within panels
- Members conduct two independent reviews of each record
- Place candidates in order by score (highest to lowest)
- Establish the “crunch zone”

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Board Process Overview

- Competitive group brief to President
- Brief a sampling of selects and non-selects within each competitive group to board members in the tank for voting. If not approved, the competitive group goes back to the panel for a second deliberation, President's brief, and tank voting.
- The tanking procedure is the final stage of the selection board process
- Conduct brief on confidentiality and adjourn board
- Board President's call-out with Deputy CNP

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Post Board Process

- Conduct post board adverse review for security clearance and misconduct issues for recommended selects
- Results approved and public release authorized via BOL/NAVADMIN
- Those placed on hold are notified of their selection by their command, who then provides requested information to CNP who will decide whether to release the hold or permanently remove the selection. Holds may take six weeks to one year to resolve.
- Profile sheets are generated reflecting the

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Special Boards

- **Special Selection Boards**
  - For eligibles who were not properly considered due to circumstances beyond their control
  - Normally held in conjunction with regular boards
  - Deputy CNP adjudicates requests within nine months after the regular board convened. BCNR approval is required for later requests.
  - If selected, date of rate is computed from original board with appropriate back pay

- **Member shares equal responsibility with their parent command in ensuring their name appears on the eligibility list prior to the regular board convening**

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Common Issues

- **Sailors not knowing how to verify their board eligibility.**
  - Board profile sheet is the official source
  - No profile sheet = not being considered by the board

- **Command leadership without BOL access when results are published**

- **Post-board scrub**
  - Security clearance issues, NJPs, DFC, pending investigations
  - Results in candidates on hold and missing sequence numbers on NAVADMIN

- **Adverse event occurs, command documents locally, but fails to report that info to PERS/OMPF. Result: Candidate gets advanced.**

- **Lack of understanding on record maintenance and**

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FAQs/Myths

1. A member of the board who knows you increases your chances for advancement. FALSE

2. The selection board only considered items in my OMPF, PSR, and items in my Letter to the Board (LTB). TRUE

3. Should a career summary be included with my LTB? By policy, only items missing from the candidate's OMPF field codes 30-38 and PSR should be included in their LTB. Any additional information that candidate's deem important may be submitted.

4. The selection board accepts items from both me and my command up to the convening of the board. FALSE (only from candidate and if received prior to the LTB deadline)

5. Advancement board eligibility is posted on BOL. FALSE (Results are posted on BOL, but eligibility is reflected on profile sheet on NKO)

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FAQs/Myths

7. CPO candidates are automatically board eligible if on an IA in theater. FALSE. Must be validated as board eligible by their command. NAVADMIN 336/07 paragraphs 3 and 8 refer.

8. I am mobilized which makes me eligible regardless of my HYT. FALSE

9. Only adverse information contained in my OMPF can be considered by the board. TRUE, unless submitted in the candidate's LTB.

10. CMCs/SELs maintaining their BOL for advancement results is important.
TRUE. Without BOL access, advance notification to the command triad is unavailable and "holds" cannot be readily identified.

11. How is PRIMS used in the selection board process? It is not used during the
board process or in the post-board process

12. How is NSIPS ESR data used in the selection board process?

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FAQs/Myths

13. Is security clearance information made available to selection boards? No,
except where documented in narrative of an eval or on a revocation Page 13.

**14. A change in rating must be effective how long before the advancement
board convenes to be considered in the new competitive group?**
One month

**15. When must your letter to the board be received by NPC's customer service
center to be considered by the board?** By the “received by” date published in the cycle NAVADMIN.

16. Which reference should you refer to for amplifying policy guidance for each selection board? The cycle NAVADMIN.

**17. Once you verify that you have a board eligible profile sheet, is there any
reason either before or during the board to re-verify your profile**

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FAQs/Myths

18. Is it still necessary to submit an LTB even if my OMPF and PSR are up to date? It is recommended that candidates submit information they deem important, but doesn't appear in their OMPF and PSR. It is unnecessary to submit an LTB stating that your record is up to date.

19. How far back in the record does the board consider? The entire record may be considered.

20. When and where can I read the current fiscal year Active-Duty and Reserve Senior Enlisted Advancement Selection Board precept and convening order? The precept is made public after CNP signs it and is posted on NPC selection board website. The convening order is made public after the board convenes, and contains board membership and quotas.

21. Why are items that reflect in my NSIPS ESR not reflecting in my OMPF? Your ESR requires close-out either upon reenlistment or separation by your servicing personnel office for items to be submitted to your OMPF.

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FAQs/Myths

22. What is the number one factor for selection and where would you find it written? Proven and sustained superior performance in difficult and challenging in-service or joint leadership positions as stated in the Senior Enlisted Advancement Board precept.

23. The precept refers to enlisted career paths. These are updated prior to each FY's enlisted boards. Where can I view my rating's career path? Enlisted Community Manager's webpage on NPC's website.

24. A PO1 who is selection board eligible fails the Spring 2014 PFA. Their command's PFA cycle is 23 APR - 25 MAY. How is this information made available to the board? After the member signed the PFA failure Page 13, that Page 13 must be electronically submitted by the servicing personnel office to PERS-313 and it must be accepted into the candidate's OMPF prior to the board convening.

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FAQs/Myths

25. A Chief eligible for SCPO gets a DUI and receives NJP and is awarded punishment while the SCPO board is in session. How is this information made available to the board? It cannot be made available to a board in session. However, the CO does have the option to withdraw the Chief's recommendation for advancement per article 721 of the Advancement Manual. Ensure mandatory reporting of E6-E9 misconduct is reported to PERS-832 immediately per MPM 1616-040. If the recommendation is not withdrawn and if the Chief is selected for advancement, the NJP may be identified via the post-board scrub.

26. On the NAVADMIN announcing the board's results, what does the sequence number indicate? It ranks the candidates selected for advancement by seniority within each competitive group.

27. What if a sequence number or numbers are missing on the NAVADMIN that announces the board's results? Either selects were placed on hold or quotas were unfilled.

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FAQs/Myths

28. I (CO) awarded a SCPO NJP four months ago, I did not pull his recommendation for advancement and I did not do a special eval documenting the NJP because I intend to report the NJP in his next periodic eval. However, the MCPO board results were just released and he was selected for MCPO. What should my command have done to ensure the board was aware of the recent NJP? Via "OMPF - Command View" on BOL, selected command leadership or authorized users should have verified the SCPO's OMPF prior to the board to ensure the NJP documents reflected in the SCPO's OMPF. Ensure mandatory reporting of E6-E9 misconduct is reported to PERS-832 immediately per MPM 1616-040.

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Enlisted Advancement Boards

QUESTIONS ?